



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 25805- Threat Management Analyst

Salary Range: \$58,844 - \$100,736

Vacancy Open Period: 4/20/2016 – 5/5/2016

Position Type: Permanent

Who May Apply: Internal ODNI Candidates Only

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Authorized: Discretionary based on availability of funds

Position Information

This is an opportunity for a GS-10 to GS-12 permanent position in the ODNI.

Who May Apply: Internal and external candidates to include

- Current Federal Government Employees
- Candidates Outside the Federal Government
- Current ODNI Permanent Employees
- Current ODNI Staff Reserve Employees

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

Current GS employees at the same grade or up to two grades lower than the advertised position grade may apply.

The ODNI uses a rank-in-person system in which rank is attached to the individual. If the selected candidate is a GS employee, assignment will be made to the position at the employee's current GS grade and salary.

The grade and salary for a selected non-federal candidate will be set within the advertised salary range based on the candidate's qualifications and experience. Promotion for all ODNI GS permanent employees will be considered at an annual Career Advisory Board.

Key Requirements for External Candidates

- U.S. Citizenship
- Ability to Obtain a Top Secret/Sensitive Compartmented Information (TS/SCI) Clearance
- CI Polygraph and Background Investigation
- Medical Evaluation



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- Two-Year Probationary Period Required for All New Permanent Appointments to the ODNI
- Direct Deposit/Electronic Funds Transfer

Component/Office Mission

The National Counterterrorism Center (NCTC) leads our nation's effort to combat terrorism at home and abroad by analyzing the threat, sharing that information with our partners, and integrating all instruments of national power to ensure unity of effort. The Center serves as the primary organization in the United States Government (USG) for analyzing and integrating all intelligence possessed or acquired by the USG pertaining to terrorism and counterterrorism, and its Director serves as the Counterterrorism Mission Manager. NCTC also serves as the central and shared knowledge bank on known and suspected terrorists and international terrorist groups, as well as their goals, strategies, capabilities, and networks of contacts and support. In addition, NCTC conducts strategic operational planning for counterterrorism activities, coordinating and integrating the efforts of departments and agencies across the Federal Government.

The National Counterterrorism Center (NCTC) Directorate of Operations Support (DOS) provides NCTC and the counterterrorism (CT) community with 24/7 situational-awareness intelligence, information sharing, crisis management, continuity of operations, and response planning. In addition, DOS manages NCTC exercise and special-event support, and coordinates Intelligence Community (IC) support to international events on behalf of the Director of National Intelligence. DOS also incorporates police officers, firefighters, health and human services personnel, and analysts, as well as FBI and DHS personnel in the Center's Joint Counterterrorism Assessment Team (JCAT) to facilitate the production and dissemination of federal intelligence for state, local, tribal, and territorial partners.

Major Duties and Responsibilities

- The NCTC's Directorate of Operations Support (DOS) provides 24/7 terrorism situational-awareness intelligence and products, facilitates information sharing and supports crisis management and response requirements. The Threat Management Group (TMG) provides the initial communication of terrorist threats to US interest worldwide. TMG maintains the Terrorism Analysis Support System database, a repository of terrorist threats.
- Assist the TMG Group Chief and/or Deputy Group Chief in the production of the daily Threat Management Group intelligence products and in developing and mentoring team members.
- Maintain 24/7 global terrorism situational awareness by researching and evaluating raw, all-source intelligence reporting and maintaining awareness of current terrorism threats to the Homeland and US interests worldwide.
- Support the development of all TMG situational awareness products by conducting/guiding research, writing articles, and providing expert editing and quality control.
- Provide responsive customer support and conduct community outreach and coordination through internal and external communications and information sharing; foster collaborative relationships with interagency partners.
- Research and produce daily intelligence reports that provide all-source, multi-agency intelligence and situational awareness support by summarizing threats to the U.S. and its interests worldwide.
- Research and produce quarterly and annual terrorist threat intelligence reports by summarizing information contained in daily to twice daily reports.



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Desired Requirements

- Experience in developing high-quality written products and the confident ability necessary to brief counterpart and senior officials on those products and supporting information.
- Background in counterterrorism (CT), Counter Intelligence (CI) or Intelligence Analysis (IA) (including but not limited to SIGINT, MASINT, GEOINT, HUMINT/CI, Targeteer, Operations Planner) is highly desirable.
- Willingness to work extended hours under surge conditions and/or Night Shift hours as mission accomplishment requires.

How You Will Be Evaluated

Applicants are encouraged to carefully review the position description and required KSAs and then construct their resumes to highlight their most relevant and significant experience and education for this job opportunity. The description should include examples that detail the level and complexity of the work performed. Applicants will also be evaluated on their narrative responses to the KSAs. The best qualified applicants will be further evaluated through an interview process.

Benefits

The ODNI offers a broad array of benefits programs and family friendly flexibilities.

Main site for new federal employees: http://www.opm.gov/insure/new_employee/index.asp

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement System (FERS) (new employees automatically covered):
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and are covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependant Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION BELOW.**



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JOB INTERVIEW TRAVEL: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

How to Apply

A complete application must include the following:

- a. **RESUME** - All applicants must submit a resume. Format is at the discretion of the applicant, but must include full name, address, telephone number and email address.
- b. **NARRATIVE** - Applicants must provide a 2-3 page supplemental narrative statement addressing the mandatory requirements listed in the vacancy announcement. The narrative should describe how your past work experience, education and accomplishments demonstrate that you possess the qualifications for this position.
- c. **COVER LETTER** - A separate document that acts as a supplement to your resume explaining the contents of your application package and allowing for an opportunity to further elaborate on your submission.
- d. **PERFORMANCE EVALUATIONS** - Applicants are required to provide their two most recent performance evaluations as part of the application package. A justification is required as part of the application package if the applicant is unable to provide the two most recent evaluations.
- e. **SF-50** - External applicants who are Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status and current position, title, grade, and organization of record.
- f. **VACANCY NUMBER** - Reference the vacancy number in the subject line of the email and on each document submitted.

Applications should be sent to either DNI-MSD-HR-RR-Team_C_WMA@dni.ic.gov (classified email system) or Recruitment_TeamC@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both saksdav@dni.ic.gov (David A. Saks) and no_address_provided@dni.ic.gov (No name provided) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by the closing date of the announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3955.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will **ONLY** be contacted if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3955; Email: Recruitment_TeamC@dni.gov